

MADERA COUNTY
RESOURCE MANAGEMENT AGENCY DIRECTOR

DEFINITION

To plan, organize, manage and direct the functions, operations and programs of the Resource Management Agency of the County of Madera; and to provide executive level staff assistance.

DISTINGUISHING CHARACTERISTICS

The Resource Management Agency Director is appointed by, and serves at the pleasure of, the Board of Supervisors and is responsible for all duties as prescribed by State law and local ordinances and directives associated with the functions of the Resource Management Agency. This single position class is responsible for overall policy development, program planning, fiscal management and operation of assigned divisions.

SUPERVISION EXERCISED

Responsibilities include the direct and indirect supervision of Resource Management Agency staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, organizes, directs and coordinates the programs, activities and operations of the County's Resource Management Agency; establishes and maintains goals, objectives and plans for carrying out the functions of the Agency; implements improvements, determines and recommends plans for establishing new service programs or major changes in methods or levels of service delivery; analyzes and evaluates program results as related to objectives and policy guidelines; reviews program funding needs, formulates budget guidelines, and controls program activities within budgetary limits or policies; recommends the annual Agency budget and capital improvements programs and presents them to the Board of Supervisors; directs the training and professional development of top level division personnel and evaluations their performance; directs the coordination of the Agency's programs, plans, and operations between division heads; coordinates administrative functions with those of other agencies and departments; advises the Board of supervisors, County Administrative Officer and/or appointive Boards and Commissions on long range planning where Agency services are concerned; establishes and maintains a "one stop" permit processing program; recommends alternative financing for the county road system; acts as liaison between the Board of Supervisors, the County Administrative Officer and the Madera County Planning Commission, the Madera County Association of Governments, the Local Agency Formation Commission (LAFCO), the Madera County Redevelopment Agency and the Airport Land Use Commission, and other agencies or commissions impacting Agency services; negotiates and recommends the controlling, monitoring, and evaluating of each service; and directs the preparation or evaluation of legislation affecting the operations of the department.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

General knowledge of the current developments, principles, and methods of Agency programs.
Public management and administrative procedures.
Principles and practices of program planning, evaluation, and monitoring.
Principles and application of budget and fiscal management, cost accounting and public funding, research methods and techniques.
Principles and practices of personnel management, effective supervision and training.
Pertinent Federal, State and local laws, codes and regulations relating to Resource Management Agency programs and functions.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Interpret and evaluate Agency programs.
Plan, direct, manage and oversee the programs, functions, and operations of the Resource Management Agency.
Present and direct in-service training programs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and make recommendations in support of goals.
Organize intra-departmental operations.
Maintain and compile records.
Prepare and justify department's budget and control expenditures.
Effectively represent the Madera County Resource Management Agency to the public, community organizations, and other government agencies.
Establish, maintain and foster positive and harmonious working relationships with staff members, other County employees, and community agencies.
Prepare and present clear and comprehensive written and oral reports and recommendations.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible administrative management experience in a large complex organization, which included program planning, development and administration, including working with community organizations; and which would likely provide the required knowledge, skills, and abilities.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in a related field.

License or Certificate:

Possession of, or ability to obtain by date of appointment, a valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift; some exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: February, 2001